



Maryland Department of  
**Juvenile Services**  
Treating • Supporting • Protecting

## **RECRUITMENT AND EXAMINATION ANNOUNCEMENT**

**This is a Position Specific Recruitment for the Department of Juvenile Services. The resulting eligible list will be used to fill this position or function only. Persons interested in future vacancies in the IT Systems Technical Specialist job classification must reapply at that time. Please see information about where to apply on this job announcement. Sending your completed application to an incorrect address may result in not being considered for this recruitment.**

**POSITION TITLE: IT Systems Technical Specialist**

**Announcement Number: 10-4488-915**

(List the job title and announcement number on your application.)

**SALARY: \$48,691 - \$78,173 (Grade 19)**

**CLOSING DATE: November 4, 2010**

**POSITION DUTIES:** The Department of Juvenile Services currently has a vacancy for an IT Systems Technical Specialist located at 120 W. Fayette Street in Baltimore City. The position will plan, design, develop, and document improvements of new or advanced systems in application, communication, database, and operating systems software technology across a variety of systems utilized by employees of the Department of Juvenile Services.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from an accredited college or university in Computer Science, Computer Information Technology, Management Information Systems or other information technology-related field to include coursework in application, communication, database or operating systems software technology.

**Experience:** Three years of experience designing, developing, testing, implementing and maintaining application, communication, database or operating systems software.

- Notes:
1. Graduation from an accredited high school or possession of a high school equivalency certificate and thirty credit hours from an accredited college or university in Computer Science, Computer Technology, Management Information Systems or other information technology-related field to include coursework in application, communication, database or operating systems software technology may be substituted for the required education.
  2. Graduation from an accredited high school or possession of a high school equivalency certificate and one additional year of experience designing, developing, testing, implementing and maintaining application, communication, database or operating systems software may be substituted for the required education.
  3. Experience operating computer systems; or scheduling, controlling input and

output to process data on computer systems; or evaluating, implementing and maintaining computer hardware and software; or converting data from project specifications by developing program code using generally accepted computer programming languages may be substituted for high school education on a year-for-year basis.

**SELECTIVE QUALIFICATIONS: Applicants must meet one of these selective qualifications to be considered.** Include clear and specific information on your application regarding these qualifications.

1. One year of the above experience must be in programming for an Oracle database environment.

**Or**

2. One year of the above experience must in development with WCF (Windows Communication Foundation).

**Or**

3. Two years of the above required experience must be in general XML programming.

**SELECTION PROCESS AND ASSESSMENT:** Applicants who meet the minimum and selective qualifications will be admitted to the evaluation for this classification. The assessment will be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is important that you provide complete and accurate information on your application. Please report all related experience and education. Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) to show that you meet the qualifications for this recruitment. For education obtained outside the U.S., you will be required to provide proof of the equivalent American education as determine by a foreign credential evaluation service. **All information concerning your qualifications must be submitted by the closing date.** We will not consider information submitted after this date. Successful candidates will be ranked as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED and placed on the employment (eligible) lists for at least one year.

**TO APPLY:** Applications will be evaluated based on materials submitted in relation to the above responsibilities and requirements. Therefore, it is important to provide complete and accurate information. To be considered for this position, a Maryland State Employment application (MS-100) for IT Systems Technical Specialist with appropriate announcement number must be received at the address listed below by the closing date:

**Maryland Department of Juvenile Services  
Recruitment & Examination Division  
One Center Plaza  
120 W. Fayette Street  
Baltimore, MD 21201**

Appropriate accommodations for individuals with disabilities are available upon request by calling:  
410-230-3282  
For recorded job information call: 410-230-3487

## BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

- ✓ Medical/Health Insurance Plans:

### PPO Plans

- CareFirst Blue Cross/Blue Shield PPO
- United Healthcare PPO

### POS Plans

- CareFirst Blue Cross/Blue Shield MPOS
- Aetna Choice POS II
- United Healthcare Choice Plus POS

### EPO Plans

- CareFirst Blue Cross/Blue Shield EPO
- Aetna Select EPO
- United Healthcare Select EPO

- ✓ Prescription Plan

- ✓ Dental Plans:

- United Concordia DPPO
- United Concordia DHMO

- ✓ Term Life Insurance Plan

- ✓ Personal Accidental Death and Dismemberment Plan

- ✓ Long Term Care Plan

- ✓ FREE Vision Plan

- ✓ Flexible Spending Accounts:

- Health Care Spending Accounts
- Daycare Spending Accounts

- ✓ State Retirement and Pension System

- Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
- 403(b)
- 401(k)

- ✓ SECU Credit Union

- ✓ Direct Deposit

- ✓ Savings Bonds

- ✓ Maryland Prepaid College Savings Plans

- ✓ Paid Holidays: 11-12 per year

- ✓ Annual Leave

- Up to five years of service, 10 days earned per year
- Five to 10 years of service, 15 days earned per year
- 10-20 years of service, 20 days earned per year
- 20+ years of service, 25 earned per year
- Employees may carry over up to 10 weeks of annual leave per year

- ✓ Personal Leave: Six days per year

- ✓ Sick Leave: 15 days per year, unlimited accrual

- ✓ Compensatory Leave

- ✓ Military Leave

- ✓ Leave Bank and Employee-to-Employee Leave Donations

- ✓ Employee Assistance Program

- ✓ Flextime and Teleworking opportunities for some positions

\* Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.

